



# Ringling Museum of Art Rental Policies & Procedures

# The John and Mable Ringling Museum of Art

## Rental Policies

### **AFTER HOURS EVENTS / RECEPTIONS / PRIVATE PARTIES**

- After-hour events can be held in the Museum Courtyard, on the Ca' d'Zan Terrace or in the Circus Museum Backyard from 6:00 p.m. until 11:00 p.m. (Midnight in the Courtyard.)
- Equipment set up must occur after 2:00 pm on day of event. Breakdown must be complete no later than one and a half hours after the end of the event (time stated in contract). Vendors cannot drag equipment on loggia floor or terrace. Hand trucks must have rubber wheels.
- A point person from the party must be designated for the deliveries and the name given to the Events Coordinator.
- Caterer must be on Approved Vendor list.
- Rentals must not impede visitor walkways or disable visitor ramps at any time.
- Liquor must be purchased through the Guest Services, Inc. due to liquor license.
- Caterers are responsible to remove all garbage, debris and equipment by one and a half hours after the end of the event or damage deposit will be forfeited.
- Votive candles in enclosed containers are permitted.
- Nothing may be tied, hung or stuck to columns, railings, statues, fountains or any permanent structure in Courtyard, Loggia or Terrace.
- No tents allowed in Courtyard or on Terrace.
- Galleries of the Art Museum or the First Floor of the Ca' d'Zan can remain open from 6pm-8pm only during the event. No food, drink, flowers, plants or candles are allowed inside galleries.
- No Fundraising, Political or Revenue Generating activities allowed by parties other than the Ringling Museum of Art.
- Signed contract, rental fee, sales tax, insurance and damage deposit is required prior to the rental date.

***I (we) understand and will comply with all of the policies stated above. Please sign and return original copy***

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Renter(s)

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Date



# The John and Mable Ringling Museum of Art

## Entertainment Policies

### (Courtyard, Ca' d'Zan Terrace and Circus Museum Backyard)

- All music must end by 12:00 a.m. in the Courtyard, 11:00 pm at the Ca' d'Zan and 10:00pm in the Circus Museum Backyard.
- Entertainment at the Ca' d'Zan must be placed at the Southwest corner of the terrace with the speakers facing north. Placement of entertainment on the terrace is not negotiable.
- All entertainment groups must supply their own power cords, gaffing tape to secure power lines, tables, chairs, and any other supplies that they may need to perform.
- Power is limited at both the Ca' d'Zan Terrace and Art Museum Courtyard. If the power sources that the museum provides do not match the needs of the hired entertainment, a generator will need to be provided by either the entertainment or user (renter).
- Entertainment groups are not allowed to bring any alcohol onto the museum grounds.
- *All entertainment groups must contact the events coordinator at least 2 weeks prior to the event to review guidelines and do a walk-through, if necessary.*
- On day of event, entertainment set up may begin at 2 pm.
- Before beginning sound check, group must notify Events Coordinator on site.
- **Sound must not exceed 60 DBA at the Museum property line.** The Museum staff will monitor the sound throughout the night and we reserve the right to control the volume of your entertainment at any time.
- **If sound exceeds 60 DBA**, the group will have 3 chances to adjust their volume in compliance with our policies. They are as follows:
  1. **First offense** – Entertainment group will receive a verbal warning.
  2. **Second offense** – Client will lose their damage deposit.
  3. **Third offense** – Museum staff will terminate the music immediately.

***Client is responsible for sharing the above policies with their contracted entertainment. I/we understand and will comply with all of the policies stated above. Please sign and return original copy.***

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Renter(s)

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Date



# The John and Mable Ringling Museum of Art

## Rental Policies

### Responsibilities of Client(s) for Liquor Consumption on Ringling Museum Grounds

The John & Mable Ringling Museum of Art and the holder of the Museum liquor license (Guest Services, Inc.) work together to enforce the following policies during events where alcoholic beverages are served.

Alcohol policies to be adhered to during an event:

- No alcohol may be brought onto the Museum premises by any member of the event unless the alcohol was purchased from Guest Services, Inc. Violation of this policy will result in forfeiture of the \$500 damage deposit. All such outside supplied alcohol shall be immediately removed from the premises or secured from any further service to guests.
- Only those guests that are of legal age will be served or may consume alcohol. A guest may be carded at any time during an event. The Museum retains the right to ask a guest to leave if they provide an alcoholic drink for an under aged guest
- Alcohol "shots" will never be served at an event.
- Intoxicated guests will not be given additional alcohol, whether the guest consumed the alcohol off-site or on-site, and will be notified immediately that they will no longer be served.
- A guest who gets an alcoholic drink for an intoxicated guest will be given one warning to stop that behavior. Upon second occurrence, both guests may be asked to leave the premises.
- Bars will open at event start time of 6pm, unless other arrangements are made with GSI.
- Each client's contractual agreement with GSI may differ in length of time the bar(s) is open. Nonetheless, bars will close down no later than 15 minutes prior to official ending time of event. For example, a Courtyard event is allowed to run until Midnight. The last bar will be closed by 11:45pm. For a Ca' d'Zan terrace event that runs to 11:00pm, the last bar will be closed by 10:45pm.

***I (we) understand and will comply with all of the policies stated above. Please sign and return original copy***

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Renter(s)

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Date

